

**CALIFORNIA DEPARTMENT OF FOOD & AGRICULTURE**  
**Duty Statement**

**I. Program/Position Identification:**

The Federal Funds Management Office (FFMO) is the central focal point for the Department's federal fund activities and is responsible for analytical, forecasting, planning and oversight activities associated with federal funds. The FFMO provides assistance to the Department's programs regarding all aspects of federal funds as well as directly manages the Specialty Crop Block Grant Program (SCBGP) federal grants and cooperative agreements.

Under the general supervision of the Staff Services Manager I, the Staff Services Analyst (SSA) serves as a member of the FFMO team. The SSA will perform ongoing activities performed on an annual, biannual, weekly or daily basis in support of FFMO's responsibilities and maintaining the integrity of federal grant funds.

The Position requires the incumbent to effectively establish and sustain satisfactory working relationships with individuals both inside and outside state government; analyze data, develop conclusions, and present findings in clear and concise written and verbal form to appropriate staff; effectively utilize electronic data equipment to prepare reports and analyze data using Microsoft software applications such as Word, Excel and Power Point; communicate clear and concise responses in person, by telephone, electronic mail, and/or in writing to management, FFMO staff, Financial Services staff, and the public, concerning various issues.

<b>Classification:</b>	<b>Staff Services Analyst (Limited Term)</b>
<b>Working Title:</b>	<b>Grant Analyst</b>
<b>License or Other Requirements:</b>	<b>A valid California Drivers License is required</b>
<b>Position Number:</b>	<b>018-016-5157-008</b>
<b>Division/Branch:</b>	<b>Administrative Services Division Federal Funds Management Office Specialty Crop Block Grant Program Grant Management Unit</b>
<b>Location:</b>	<b>1220 N Street Sacramento, CA 95814</b>
<b>Date Prepared:</b>	<b>June 24, 2015</b>
<b>Work Hours/Shift:</b>	<b>8 hours/a day, between 8:00 a.m. and 5:00 p.m.</b>

**II. Essential and Non-Essential Job Functions****A. Essential Job Functions****Function #1: SCBGP Post-Grant Award Activities – 40%**

- In a learning capacity the incumbent performs activities related to all phases of post-award grants administration for statewide SCBGP grants, including but not limited to the following: develop grant agreement terms and conditions for sub-recipients, establish internal budgets and tracking mechanisms for each agreement in accordance the grant award terms and conditions, and ensure all aspects of the grant administration are in compliance with State and Federal regulations.
- Monitor sub-recipient's progress on the project to ensure work is performed as agreed to and approved in the application.
- Review and process routine requests such as advance payments, line item shifts, and amendments.

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- Review and process invoices for sub-recipient grant agreements based on allowable costs included in the sub-recipient grant agreement budget and supporting documentation.
- Review sub-recipients' progress reports as required pursuant to federal regulations.
- Conduct less complex annual onsite performance/ compliance site visits to ensure compliance with all applicable federal regulations in accordance with the federal grant program; and draft follow-up reports to FFMO management and sub-recipients based on findings.
- Conduct agreement closeout activities to sub-recipient grants. Review final progress report, reconcile expenditures, process payment and prepare closeout letter.
- Prepare routine correspondence, provide consultation and respond to questions from sub-recipients on an ongoing basis.

**Function #2: General Administrative Activities – 30%**

- Research federal and state regulations and allowable cost principles to ensure the fiscal integrity of federal funds.
- Provide assistance to SCBGP staff by analyzing, reviewing, and reconciling SCBGP transactions for the development and preparation of required fiscal reporting.
- Maintain controls to ensure accountability of all SCBGP funds on a quarterly, biannual or yearly basis and assist with SCBGP close out activities.
- Participate in audit functions required for federal funds and gather financial data in response to public and media inquiries.
- Conduct liaison activities with appropriate state and federal departments and agencies necessary to implement the Departments' federally funded programs. Prepare routine reports and correspondence regarding federal fund issues. Attend conferences and meetings regarding specific federally funded programs.

**Function# 3: Policies and Procedures – 15%**

- Draft Grant Award policies, procedures, and guidelines that will govern FFMO performance measurement and continuous quality improvement activities.
- Assist management in establishing and maintaining proper internal controls and documenting internal operational procedures.

**Function # 4: SCBGP Pre-Grant Award Activities – 10%**

- Provide assistance in the management of pre-award activities that include, but not limited to making updates to Notices of Funding Availability and Concept and Grant Proposal application packages.

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- Provide service and support to the Technical Review Committee and act as review liaison during the competitive solicitation process.
- Provide assistance to SCBGP Staff with preparation of statewide workshops on grant writing, application requirements, and making updates to procedures for potential sub-recipient grant applications.
- Provide assistance to SCBGP Staff with assembling annual State Plans and grant applications for submittal to federal agencies to ensure eligibility requirements have been met.

**B. Non-Essential Job Functions**

**Function # 1: Miscellaneous Duties – 5%**

- Perform other related duties as appropriate in support of the FFMO.

**III. Work Environment**

The duties of this job are performed indoors up to 70% of the time. The remaining 30% involves traveling to a variety of locations within California to conduct onsite performance/ compliance site visits, attend trainings, workshops, or meetings on behalf of the FFMO. The travel requires use of common carriers (airplanes, trains, etc.) and automobiles. The employee’s workstation is located inside the FFMO and is equipped with standard office equipment. The employee's work place is 1220 N Street, Room 120.

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Employee Signature \* (Date)

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Supervisor Signature (Date)

\*Duties of this position are subject to change and may be revised as needed or required.